

Department of Administrative Services

Surplus Property Division

Steven R. Ekin, Director

Dana R. Russell Commissioner

Dear Applicant,

Sonny Perdue

Governor

Thank you for your interest in the Georgia Department of Administrative Services, Surplus Property Program. This program offers surplus federal and state personal property to non-profit **Sheltered Workshops**. Service charges apply for all property. In order to qualify for this program, your organization must meet the specific criteria outlined below. Applications must be signed by one of the organization's principal officers.

- Application for Eligibility (Includes Non-Discrimination Assurance & Resolution/Designation of Certifying Officials and Property Selectors).
- **Articles of Incorporation** showing the signature and seal of the Secretary of State and a copy of any amendments that may have been made.
- Letter from the Internal Revenue Service stating that your organization is income tax exempt under their section **501(c)** (3). If there's an advanced ruling period, please submit the follow-up letter.
- A brief **narrative description** (or brochure) of the services the program provides. Please include the approximate number of individuals served by your program.
- **Evidence of approval** from one the following agencies responsible for certifying programs for the mentally and/or physically challenged:
 - a) Department of Human Resources
 - b) Community
 - c) Department of Labor

Please complete this package in its entirety. Incomplete applications can not be processed and will delay your organization's eligibility determination. Send completed applications and supporting documentation to:

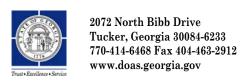
GA DOAS, Surplus Property Division

Attn: Eligibility Processing 2072 North Bibb Drive Tucker, GA 30084

There is no charge for this application process. If you have any questions, please contact Tashika Cullins at (770) 414-6468.

Sincerely,

Steve Ekin Director



GA DOAS SURPLUS PROPERTY APPLICATION FOR ELIGIBILITY

(PLEASE TYPE OR PRINT CLEARLY)

I. ORGANIZATION LEGAL NAME & ADDRESS NAME OF ORGANIZATION				TELEPHONE #		FAX	FAX#	
DDRESS		CITY		STATE ZIP		P COUNTY		
EMAIL ADDRESS								
II. BILLING INFORMATION (IF	different	form abov						
ADDRESS			CITY			STATE	ZIP	
III. APPLICANT STATUS (Che	eck <u>One</u> O	nly):						
Public Agency including Pu								
Nonprofit Organization								
Service Educational Activit	ies							
COLVIDE Eddodional / tolivit	100							
IV. TYPE OR PURPOSE OF C	RGANIZA	TION (Che	ck <u>One</u>	Only):				
College	Chil	d Care Cer	nter		Pro	Program for the Homeless		
Health Center	Sch	School for Handicapped			Secondary School			
Radio/TV Station	Mus	Museum			Nursing Home (Skilled)			
Health Clinic	She	Sheltered Workshop			Research Center (Medical)			
Elementary School		Hospital			Program for Impoverished			
Library		rams for Olde	r Individu	als	Volunteer Fire Dept			
V. BY SIGNING THIS FORM I CENTER FOLLOWING STATEMENTS: • All Property is "AS IS - VENTER TO THE PROPERTY OF T	VHERE IS refunds. ible for fed oility status etion of Suused in the trade or continue.	." Service eral and st determine urplus Prop e official pr	charges ate pers s the pro erty Cer ogram f	s apply. sonal pro operty th nter Man or which	perty at ma	/. ay be purc		
DATE SIGNATURE OF AUTHORIZED OFFICIAL						TIT	TLE .	
FOR STATE AGENCY USE								
Approved E	pproved Eligibility Code			Disapproved				
Signature	Signature Date							

RESOLUTION/DESIGNATION OF CERTIFYING OFFICIALS AND PROPERTY SELECTORS Name of Organization The following named individuals are hereby appointed **certifying officials** with authority to conduct all matters of business pertaining to the acquisition and utilization of Surplus Property acquired through the Georgia State Agency for Support Services Division. They are designated to obligate necessary Donee Organization funds for this purpose and execute Distribution Documents binding the Donee Organization to the terms, conditions reservations and restrictions applying to property obtained through the agency. The list will be updated on a regular basis depending on type of organization. Between update periods, the certifying official is responsible for notifying the State Agency in the event of additions or cancellations to the list. Individuals not listed below will be required to have written authorization from a certifying officer before being admitted to the agency distribution centers. NAME TITLE **TELEPHONE** The above listed individuals will assume responsibility for appointing property selectors, insure lawful utilization of property, maintain property records on property received, and assure prompt payment on service charge accounts. The below listed individuals are designated property selectors and have authority to visit and acquire items of property from the Georgia State Agency for Support Services Division. (Use additional pages if needed.) NAME **POSITION** UNIT Date

Date

CERTIFIED OFFICIAL (PRINT)

CERTIFIED OFFICIAL (SIGNATURE)

NON-DISCRIMINATION ASSURANCE

Assurance to be executed by authorized representative of Donee activity prior to receiving donations of Surplus Personal Property from Support Services Agency on and after October 17. 1977.

Assurance of compliance with GSA Regulations under Title VI of the Civil Rights Act of 1984, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended. Title IX of the Education Amendments of 1972, as amended and Section 303 of the Age Discrimination Act of 1975.

, hereinafter called the "donee,"
NAME OF ORGANIZATION
hereby agrees that the program for or in connection with which any property is donated to the
Donee will be conducted in compliance with, and the Donee will comply with and will require any
other person (any legal entity) who through contractual or other arrangements with the Donee is
authorized to provide services or benefits under said program to comply with all requirements
imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2
OR 101-8) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of
Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504
of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as
amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the
United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise

The Donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the Donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and this agreement shall be binding upon any successor in interest of the Donee and the word "Donee" as used herein includes any such successor in interest.

qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity for which the Donee received Federal Assistance from the General Services Administration: and hereby gives assurance that it will immediately take any measures necessary to effectuate this

agreement.

Date	BY	
		CERTIFIED OFFICIAL
DONEE MAILING ADDRESS		

INCLUDE STREET ADDRESS IF DIFFERENT FROM MAILING ADDRESS